

File No.11001/31/2020/NCVET/ 1028
Government of India
Ministry of Skill Development and Entrepreneurship
National Council for Vocational Education & Training

KaushalBhawan,
B-2, Pusa Road,
Karol Bagh,
New Delhi – 110 005
Dated: 07.06.2022

VACANCY CIRCULAR

Subject: Engagement of Officer(s) retired from Central Government as Sr. PPS/PPS for appointment as Consultant PS in NCVET under Ministry of Skill Development & Entrepreneurship – reg.

The National Council for Vocational Education & Training (NCVET) (under MSDE) invites applications for engagement of one number of Consultant-PS from retired Government Servants preferably from Central Government Ministries / Departments / State Government on Contract Basis, for the office of Chairperson, NCVET.

2. **Eligibility:**

- (a) Government servants retired in the rank of Sr. PPS/PPS having extensive knowledge in Government Secretariat work and atleast 02 years of working experience with the officer at the level of JS and above.
- (b) The officer should have working knowledge of MS Office, Google Calender, Computer handling and internet browsing.

3. **Age Limit :**

Maximum age limit is 62 years as on last date of receipt of applications. However, if a retired Government servant who crossed maximum age prescribed here, but is already working in any Ministry/Department as Consultant and wishes to apply may also apply, in such cases preference will be given to those who understand the eco system of skill development. Even in such cases those beyond 64 years will not be eligible to apply.

4. **Method of Selection:**

The engagement will be purely on contract basis. Shortlisted candidates will be called for interview by the Selection Committee. A panel would be formed of the candidates who qualify the interview and would be engaged as Consultant PS as per the requirement of NCVET.

5 **How to Apply:**

Willing retired Officers are requested to send their applications in the prescribed format (complete in all respects) along with the copy of PPO by 22.06.2022 either by post or by email given below. Applications without duly filled prescribed proforma and copy of PPO will not be considered for shortlisting.

6. The Format of Application along with Terms of Reference (ToR) as Annexure I & II is enclosed. The selection of the Consultant PS shall be based on experience, educational qualifications and personal interview at NCVET. The NCVET reserves the right to accept or reject responses without assigning any reason whatsoever. The decision of the NCVET will be final in this regard.
7. NCVET reserves the right to increase or cancel the said advertisement, at any stage and accept or reject any or all the application, without citing any reasons thereof.
8. The application in the prescribed format may be forwarded to the following address:
- The Deputy Director, Admin
National Council for Vocational Education and Training,
Ministry of Skill Development and Entrepreneurship,
Kaushal Bhawan, B-2, Pusa Road,
Karol Bagh, New Delhi-110005.
- Or sent on mail to : dilipkumar.yadav@gov.in
9. The last date for receipt of applications is 22.06.2022


(Rajeev Kumar)
Deputy Director (Finance)
Tele nos. 25788010 & 12

TERM OF REFERENCE FOR HIRING OF Sr.PPS/PPS

1. The basic job requirement of the Consultant - PS is to perform the Govt Secretarial Work as PPS. The Consultant PS should be well conversant with Secretarial Job, MS Office, Computer handling and internet browsing, attend phone calls, maintain meeting schedule, Google Calender etc., and other work for providing support to Senior Government officers.
2. The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee and the extant rules.
3. The Consultant PS shall sign an agreement of confidentiality with the Government of India containing a clause of Ethics and Integrity.
4. A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / percentage increase during the contract period. No increment and Dearness Allowance shall be allowed during the term of the Contract.
5. He/She shall not be entitled for perquisite such as HRA, CCA, Residential accommodation etc. An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the Principal Private Secretary at the time of his / her retirement. The amount so fixed shall remain unchanged during the term of appointment.
6. The Income Tax or any other Tax liable to be deducted, as per prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.
7. No TA/DA would be admissible to him/her for joining the assignment or on its completion.
8. During the period of Consultancy, the officer would be required to attend to all important items of work pertaining to the NCVET as assigned by it from time to time.
9. During the period of his/her assignment with the NCVET and thereafter, it is likely that he/she may come across certain information of important/confidential nature. He/She will not divulge any information gathered by him/her during the period of him/her assignment to anyone who is not authorised to know/have the same.
10. Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.
11. The Consultant PS would not be permitted to take up any other assignment during the time of engagement in NCVET.

Application Form for engagement of Sr.PPS/PS (Retd. Govt. Servants) in National Council for Vocational Education & Training under Ministry of Skill Development & Entrepreneurship (Please type):

1. Name: _____
2. Father's/Husband Name: _____
3. Date of Birth: _____ Age as on2022 _____
4. Domicile: _____
5. Nationality: _____
6. Postal Address for Correspondence: _____
7. E-mail: _____
8. Mobile: _____
9. Educational Qualifications: _____
10. Positions held during last ten years of service (In order of last assignment first) :

S.No	Designation & Place of posting including the name of the Ministry/ Department	Scale of pay	From	To	Nature of work performed

11. Whether worked for atleast 02 years as PPS/Sr. PPS with the officer of the level of JS and above :
12. Skills/ Trainings:
13. Any other specific information, in support of your suitability for the said engagement (Use separate sheets, if necessary).
14. Please attach a copy of Pension Payment Order (PPO):
15. Declaration :

I hereby declare that all the information provided here is true to the best of my knowledge and at any point of time, if it is found to be false, my candidature may be cancelled. I also declare that no major / minor penalty has been imposed on the undersigned neither any vigilance / disciplinary matter / court case is pending against me.

Name and Signature of the applicant

Place:

Date: